



Edith B. Siegrist Vermillion Public Library  
18 Church Street, Vermillion, SD, 57069 ▪ (605) 677-7060 ▪ [www.vermillionpubliclibrary.org](http://www.vermillionpubliclibrary.org)

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## Circulation Policies

### **How long can items be loaned?**

Reference materials and current magazines are NOT loaned, but all other items have loan periods as follows:

- 1 week  
DVDs, Mobile Hotspots
- 2 weeks  
New books
- 3 weeks  
Books, audiobooks
- **Recommended check-out limits**  
Magazines: limit of 6 per patron  
Books: limit of 50 per patron  
Audiobooks: CDs: 8 per patron  
DVDs: 5 per patron

### **Can I renew the items I have checked out?**

Items can be renewed two times, provided no other patron has requested the item. Mobile Hotspots cannot be renewed. Materials can be renewed over the phone (605-677-7060), in person at the Circulation Desk, or through the library catalog link on the website.

### **Will I receive a notice when my items are overdue?**

While we attempt to notify patrons via letter, e-mail, or text message that they have overdue materials, we are not obligated to provide notification. Persons registering as borrowers assume full responsibility for the prompt return of library property loaned to them.

### **How are fines assessed?**

When library materials are returned after the due date, the following fines are charged per item per day.

- Adult/YA books, magazines: 10 cents
- Children's books: 5 cents
- All movies, audiobooks, CDs 25 cents
- Mobile Hotspots: \$2.00

### **Are there maximum fines?**

- \$3.50 per book, magazine
- \$3.50 per movie, audiobook, CD, toy
- \$10.00 for Mobile Hotspots (see VPL Hotspot Lending Agreement for details)

**What about lost or damaged materials?**

In the case of damaged items, the library user will be held responsible for the cost of repair of the item. If items are damaged beyond repair, the library user will be held responsible for the replacement cost plus a processing fee. If a replacement has been purchased for an overdue or lost item, the library user is responsible for the replacement cost plus a processing fee of \$3.50 per item. Once a replacement copy of a lost, damaged or unreturned item has been ordered, the library user will be responsible for the replacement fee even if the original item is returned.

**Suspension of Library Services**

Library service is a privilege accorded to those who follow library rules and regulations. At times, however, it becomes necessary to suspend a patron's library privileges.

**Account Blocks**

When an account reaches a balance of \$15.00 or more in fines and fees, borrowing privileges will be suspended and the library card is blocked until the balance is brought under \$15.00.